

Municipality Of Chatham-Kent

Community Development

Information Report

To: Mayor and Members of Council

From: Bruce McAllister, Director, Planning Services
Paul Lacina, Director, Building Development Services
John Norton, General Manager, Community Development

Date: May 15, 2020

Subject: Notification of Planning and Development Matters

This report is for the information of Council.

Background

At the Council meeting of May 11, 2020, Councillor Latimer brought forth the following Notice of Motion:

“That staff review and make recommendations to optimize current processes whereby Councillors and/or members of the public can monitor and/or be notified of all upcoming Planning, Engineering/Drainage, Development and/or any other anticipated projects in their respective Wards. That this recommended process be brought to the June 15, 2020 Council Meeting.”

Comments

Planning Services currently provides notice to the public under a strict legislative regime that requires us to send notices out by mail to neighbouring property owners for privately-initiated planning applications under the *Planning Act*.

Once a planning application is deemed completed, administration is then legislated to issue a Notice of Complete Application/Public Meeting at least 20 days in advance of a Council Planning Meeting (if time permits we will issue them further in advance). It is at this point that an application becomes public. For Council Planning Applications (Official Plan Amendments, Zoning By-law Amendments, Subdivisions or combination thereof) notice is provided to all prescribed agencies and abutting landowners within 120 metres (400 ft.) of a proposed application, along with the sign being physically posted on the property.

Planning Services has also started posting all Planning Notices for upcoming Council Planning meetings to this webpage: <https://www.chatham-kent.ca/business/planning-services/PlanningNotices> This is not required by the Planning Act, but staff felt it was good practice to do so as part of Continuous Improvement efforts and in light of COVID-19.

For certain Consents (severances) and Minor Variances, Council has delegated their approval authority to the Committee of Adjustment and this has been the practice since amalgamation. The Committee of Adjustment is a 6 person citizen-based Committee with a representative from each Ward. They meet at least once a month in a open public meeting format to deal with these types of applications. The process for notice is similar; although, the timelines for giving notice are shorter and only neighbours with 60 metres (200 ft.) are required to get notice; minimum 14 days for a Consent and 10 days for a Minor Variance before a public meeting is held. Planning Services has also started posting the Notices for Committee of Adjustment for upcoming meetings to the same webpage noted above. All Committee of Adjustment meeting Minutes are eventually provided to Council under the Consent Agenda.

In answer to the Notice of Motion, staff could send an email to all of Council when the Planning Notices get published to our website for both upcoming Council Planning Meetings and Committee of Adjustment meetings.

Building Development Services issues building permits under strict legislative parameters. Such individual permits may be subject to public disclosure through Freedom of Information requests but are not normally publicized by the Municipality. It is not recommended by Administration that there should be a change in this practice.

Most businesses and business leaders that approach Community Development (either Economic Development, Building, Planning, Legal) about preliminary or potential developments, do so on a confidential basis. Administration does not believe that disclosure of confidential preliminary discussions would be in the best interests of the Municipality and does not recommend their disclosure.

Consultation

Planning Services, Building Development Services and Economic Development Services were consulted in the preparation of this report.

Financial Implications

There are no financial implications resulting from the recommendation in this report.

Prepared by:

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